

2020 Directors Live Hostess Meeting Guidelines

Thank you for being a hostess for our Directors LIVE Meeting. The following are guidelines to help make the meeting a great success. You will be responsible to set up the training center, register the directors using the sign in sheet provided and collect the money, provide a door prize and supervise the clean-up and closing of the center.

- 1) **You will need to bring:**
a bag of ice for two drink dispensers. (Also cut up Lemons, Limes, oranges or cucumbers for spa water.) One Gallon of OJ and another Gallon of some other juice. Flavored Coffee Creamer-Maybe a Seasonal Flavor. You will also need short plastic cups that we do not stock at the center.
- 2) **You will need to bring a nicely wrapped door prize- \$5.00-\$10.00 range, Inspirational or Training materials are good. Starbucks Cards or a plant have been some suggestions YOUR CHOICE**
- 3) **Check Center supplies a week prior to hosting for coffee cups, plates, condiments, napkins and silverware.**
- 4) **YOU MUST ARRIVE NO LATER THAN 8:30am**
- 5) **Start a large coffee pot. Instructions are in the upper left cabinet door. Cover Flavia Machine so no one uses it.**
- 6) **Turn on the music in Big Room. You can bring your own CD or use what is already there.**
- 7) **Be sure all food is set up by 9:15am**
- 8) **Set the 2 Reserved For NSD Parking Signs out front in two close parking spaces.**
- 9) **Collect \$20.00 CASH ONLY at the door from each director attending. You do not collect from the center directors nor from the guest speaker. You may want to bring a money bag.**

Collect a business card from each director with the previous months production on the back and then they are collated to determine top 10 directors in descending order 10-1

Have the directors sign in and give each person a ticket for the door prize. Tickets are provided at the center for you

Please ask 2 directors to assist you.

For sure you will want some help with clean up so it will be expedient.

You will pay Cheryl for the food \$125.00 along with a \$20.00 tip (\$145.00 total) when she comes back to pick up the equipment. You will use the CASH you collected at the door to pay her and be sure to get a receipt. Also reimburse yourself for cups, fruit, ice, coffee creamer, juice and door prize.

Keep track of all receipts and turn into NSD Dawn Otten-Sweeney before she leaves to train the consultants. If Dawn is not available give to Linda Baric or Auldon Sweeney-Wydo